

Domestic Helpers Visa (2023)

Requirements of Supporting Documents for Domestic Helpers Applying for Visas

1. Basic Documents

- ☐ Passport: Original foreign passport recognized by China with at least six months of remaining validity and with at least 2 blank visa pages, and a photocopy of the passport's data page and the photo page if it is separate.
 - ☐ Original
 - ☐ Photocopy of information page
- ☐ Visa Application Form (Duly filled with signature).
- ☐ Photo: Recently-taken (within 6 months) color passport photo (bare-head, full face) against a white background of the size of 48mm×33mm (width of head: 15mm to 22mm, height of head: 28mm to 33mm). The facial expression should be neutral with eyes open, lips closed and ears visible. No ornaments and eyeglasses with frames are allowed.
- ☐ Photocopy of the latest Chinese Visa page (if the visa is in separate passport, please photocopy the information page of that passport as well)
- ☐ Domestic helper's Hong Kong ID
 - ☐ Original
 - ☐ Photocopy
- ☐ The domestic helper's latest Hong Kong visa. Please be advised that the validity of the Hong Kong visa should be of a minimum of two months. The applicant must have already been working for at least one month with the current employer.
 - ☐ Original
 - ☐ Photocopy
- ☐ The employer's Hong Kong ID
 - ☐ Original
 - ☐ Photocopy
- ☐ The Employment Contract
 - ☐ Original
 - ☐ Photocopy
- ☐ Guarantee letter by the employer (the signature same as the employment contract signature)
- ☐ Declaration by the helper (the signature same as the employment contract signature)
- ☐ Proof of residence in China's mainland (hotel reservation (with the name of the domestic helper), the Ownership Certificate of House Property of the employer, etc.).

Note :

- (1) For the first time applicant accompanying her current employer, the applicant is required to submit the application in person together with his/her employer at the Visa Application Center.
- (2) If necessary, the consular officer may require the applicant to provide other proof documents or supplementary materials, or require an interview with the applicant.
- (3) Even though all the documents are submitted, it does not guarantee the approval of the application. Whether to approve or not, or what kind of visa to be issued, will be decided by the visa officer taking into consideration of all the relevant factors.

香港居民所僱外籍傭工申請簽證須提供以下材料：

一、基本申請材料

- ☐ 護照：中華人民共和國承認的、有效期 6 個月以上、最少有空白簽證頁 2 頁的外國護照
 - ☐ 正本
 - ☐ 資料頁副本 1 份
- ☐ 簽證申請表：清晰、如實、完整填寫並由申請人本人（監護人）簽名
- ☐ 照片：近期（最近 6 個月內拍攝）、正面、彩色（白色背景）、免冠、雙眼睜開、嘴唇閉合、露出雙耳、神態自然、無任何動作；無框眼鏡、無飾物；照片尺寸 48×33mm，頭部寬度為 15-22mm，頭部長度為 28-33mm
- ☐ 最近一次中國簽證副本（如簽證在另一護照上，請附上該護照資料頁副本）
- ☐ 傭工香港身份證
 - ☐ 正本
 - ☐ 副本
- ☐ 傭工最新香港簽證。 請注意：傭工香港簽證**有效期須大於 2 個月**；及與現僱主僱傭關係存續至少 1 個月
 - ☐ 正本
 - ☐ 副本
- ☐ 僱主香港身份證
 - ☐ 正本
 - ☐ 副本
- ☐ 僱傭合同
 - ☐ 正本
 - ☐ 副本
- ☐ 僱主擔保信（簽署必須與合約的簽署一致）
- ☐ 傭工聲明（簽署必須與合約的簽署一致）
- ☐ 中國內地住址證明（如酒店訂單(含傭工姓名)、僱主房產證明等）

特別提示

- （一）申請人在同一僱主名下首次申請赴內地簽證，須由本人及僱主親自前往簽證申請中心申請。
- （二）必要時，領事官員可根據情況要求申請人提供其他證明檔或補充材料，或要求申請人接受面談。
- （三）申請人即使按要求提交所有文件，並不代表當然會獲發簽證。簽證官員將在綜合考慮各方面情況的基礎上做出是否簽發及如何簽發的決定。無論是否獲發簽證，除護照和有關身份證、僱傭合同原件外、所有簽證申請資料概不退還。